

INFORMATION PAPER

ATSG-AGP
30 March 2006

SUBJECT: Update and Maintain Soldier Records (ORB/ERB/MPF/OMPF)

1. Purpose. To provide information on Soldier Records
2. Facts.
 - a. Who is responsible for updating and maintaining Soldier records?
 - b. What will you learn from this class:
 - (1) Basic understanding of Records Management.
 - (2) Disposition instructions for the MPF and OMPF.
 - (3) How to updated ERB (eMILPO) and ORB (TOPMIS II).
 - c. Target Audience should be: **BDE** - 42A, 420A, 4A5O, 42A (skill level 1O thru 3O). **BN**: 1 NCO Supervisor, 1 Clerk.
 - d. Prerequisites: None
A certificate of certification will be issued to all Soldiers who meet course requirements and prerequisites.

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